



Huntsville, Alabama

305 Fountain Circle
Huntsville, AL 35801

Cover Memo

Meeting Type: City Council Regular Meeting **Meeting Date:** 3/27/2025

File ID: TMP-5266

Department: City Clerk

Subject:

Type of Action: Approval/Action

Resolution authorizing the Mayor to enter into an Agreement between the City of Huntsville and Granicus, LLC, for Legistar Administration Onsite Training.

Resolution No.

Finance Information:

Account Number: 1000-12-0000-515370-00000000

City Cost Amount: \$3657.00

Total Cost: \$3657.00

Special Circumstances:

Grant Funded: N/A

Grant Title - CFDA or granting Agency: N/A

Resolution #: N/A

Location: (list below)

Address: N/A

District: District 1 District 2 District 3 District 4 District 5

Additional Comments:

RESOLUTION NO. 25-____

BE IT RESOLVED by the City Council of Huntsville, Alabama, that the Mayor be, and is hereby authorized to enter into an Agreement between the City of Huntsville and Granicus, LLC, on behalf of the City of Huntsville, a municipal corporation in the State of Alabama, which said agreement is substantially in words and figures similar to that certain document attached hereto and identified as "Agreement between the City of Huntsville and Granicus, LLC, for Legistar Administration Onsite Training." consisting of six (6) pages and the date of March 27, 2025, appearing on the margin of the first page, together with the signature of the President or President Pro Tem of the City Council, an executed copy of said document being permanently kept on file in the Office of the City Clerk of the City of Huntsville, Alabama.

ADOPTED this the 27th day of March, 2025.

President of the City Council of
the City of Huntsville, Alabama

APPROVED this the 27th day of March, 2025.

Mayor of the City of Huntsville,
Alabama

Granicus Proposal for Huntsville, AL

ORDER DETAILS

Prepared By: Erin Ford
Phone:
Email: erin.ford@granicus.com
Order #: Q-426251
Prepared On: 19 Feb 2025
Expires On: 31 Mar 2025

ORDER TERMS

Currency: USD
Payment Terms: Net 30 (Payments for subscriptions are due at the beginning of the period of performance.)
Period of Performance: The term of the Agreement will commence on the date this document is signed and will continue for 36 months.

President of the City Council
of the City of Huntsville, AL
Date: 03/27/2025

PRICING SUMMARY

The pricing and terms within this Proposal are specific to the products and volumes contained within this Proposal.

One-Time Fees			
Solution	Billing Frequency	Quantity/Unit	One-Time Fee
Legistar (Admin) - Onsite Training	Upon Delivery	1 Days	\$3,657.00
SUBTOTAL:			\$3,657.00

FUTURE YEAR PRICING

Solution(s)	Period of Performance	
	Year 2	Year 3
SUBTOTAL:	0	0

PRODUCT DESCRIPTIONS

Solution	Description
Legistar (Admin) - Onsite Training	Legistar Admin - Onsite Training is for in-person training of Legistar Administration, which allows clients to have a Granicus trainer onsite for hands-on learning of Legistar Administration for up to twelve (12) users. Onsite Training consists of a six (6) hour day and includes all travel, meals, lodging and incidental expenses.

TERMS & CONDITIONS

- This quote, and all products and services delivered hereunder are governed by the terms located at <https://granicus.com/legal/licensing>, including any product-specific terms included therein (the "License Agreement"). If your organization and Granicus has entered into a separate agreement or is utilizing a contract vehicle for this transaction, the terms of the License Agreement are incorporated into such separate agreement or contract vehicle by reference, with any directly conflicting terms and conditions being resolved in favor of the separate agreement or contract vehicle to the extent applicable.
- If submitting a Purchase Order, please include the following language: The pricing, terms and conditions of quote Q-426251 dated 19 Feb 2025 are incorporated into this Purchase Order by reference and shall take precedence over any terms and conditions included in this Purchase Order.
- This quote is exclusive of applicable state, local, and federal taxes, which, if any, will be included in the invoice. It is the responsibility of Huntsville, AL to provide applicable exemption certificate(s).
- Any lapse in payment may result in suspension of service and will require the payment of a setup fee to reinstate the subscription.

BILLING INFORMATION

Billing Contact:	Whitney Cox City Clerk's Office	Purchase Order Required?	<input type="checkbox"/> - No <input type="checkbox"/> - Yes
Billing Address:	P.O. Box 308, Huntsville, AL 35804	PO Number: <i>If PO required</i>	
Billing Email:	whitney.cox@huntsvilleal.gov	Billing Phone:	256-427-5085

If submitting a Purchase Order, please include the following language:

The pricing, terms, and conditions of quote Q-426251 dated 19 Feb 2025 are incorporated into this Purchase Order by reference and shall take precedence over any terms and conditions included in this Purchase Order.

AGREEMENT AND ACCEPTANCE

By signing this document, the undersigned certifies they have authority to enter the agreement. The undersigned also understands the services and terms.

Huntsville, AL	
Signature:	
Name:	Tommy Battle, Mayor
Title:	Mayor
Date:	03/27/2025